



# Los Angeles County AUDIT COMMITTEE

Louisa Ollague, Chair  
1<sup>st</sup> District  
Lori Glasgow, Vice-Chair  
5<sup>th</sup> District  
Clinton Tatum  
2<sup>nd</sup> District  
Genie Chough  
3<sup>rd</sup> District  
Carl Gallucci  
4<sup>th</sup> District

June 6, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

## **COMMISSION REVIEW PROCESS--SUNSET REVIEW OF INFORMATION SYSTEMS COMMISSION (ALL DISTRICTS AFFECTED) (3 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve ordinance extending the sunset review date for Information System  
Commission to December 31, 2011.

### **PURPOSE OF RECOMMENDED ACTION/ JUSTIFICATION:**

The sunset review date of the Information Systems Commission was inadvertently allowed to expire on December 31, 2003. The Board has continued to appoint and reappoint members to the Information System Commission since such date. Therefore, it is necessary for the Board to adopt the ordinance to extend the sunset review as requested by the Audit Committee to December 31, 2011.

On December 1, 1994, the Audit Committee submitted its initial report in response to your Board's instruction to review the effectiveness of County commissions, committees and task forces defined under Chapters I and IV of the Los Angeles County Committee Book. Consistent with your Board's instructions, the Audit Committee is submitting the results of the evaluation of the Information System Commission (Commission) performed by the Auditor-Controller, and recommendations from the Audit Committee for further action by your Board.

During this review period the Commission accomplished the following: reviewed and provided counsel to various County departments on the Year 2000 (Y2K) transition; helped with effort to consolidate data centers within the County in areas of information security; cyber terrorism prevention; and recovery. The Commission reviewed the effort to revise Information Technology (IT) job classifications and assisted with bringing reluctant departments on board to collect data necessary for the project. In addition, the Commission supported and promoted the efforts of the Chief Information Office (CIO) and other departments to move forward with a Countywide Enterprise Resource Planning (ERP) project. The Commission monitored progress and provided counsel on the

implementation and operation of the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system. The Commission also advised the Board on eCAPS funding issues and reviewed several County departments' on-line services and the content made available to the public. Lastly, the Commission is gathering information on cost-savings and cost-avoidance related to departments' on-line services.

**FISCAL/FINANCING IMPACTS:**

Members do not receive any compensation to attend Commission meetings.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Commission was established and has been continued by Board Order pursuant to Chapter 3.47 of the Los Angeles County Code. The Commission's most recent Board-approved sunset review date was December 31, 2003.

The Commission supports the improvement of the efficiency and effectiveness of the County's data processing and telecommunications operations. In pursuing this goal, the Commission advises and makes recommendations to the Board and to the Director of the Internal Services Department on such matters as strategic and long-range planning, interdepartmental data processing technology functions, policies and standards, contracting, trends in the technology and organization, major new data processing efforts, and on the effectiveness of data processing and telecommunications within the County.

The Commission consists of ten members, two appointed by each supervisor. Each Supervisor nominates one person qualified in the data processing or telecommunications disciplines, and one person experienced in the management of large private business or public organizations that utilize substantial data processing and telecommunications services.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

Extending the sunset review date for the Commission will allow this body to: 1) continue the development and operation of the LEADER system, the eCAPS Project and other major systems; 2) work closely with the Chief Information Office to enhance their utility to the County and encourage greater standardization with the County's Information Technology efforts; 3) provide counsel to the Board on Information Technology issues and encourage County departments in their e-government efforts; and propose new Information Technology initiatives for the County and assure the County's investment in Information Technology is cost effective and report to the Board on the project cost-savings and cost-avoidance related to on-line services made available by various County departments.

Respectfully submitted,

  
LOUISA OLLAGUE  
Chairperson, Audit Committee

cc: Chief Administrative Office  
Executive Officer of the Board of Supervisors  
Commission Services  
County Counsel  
Auditor-Controller  
Chair, Information System Commission





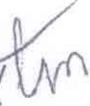
J. TYLER McCAULEY  
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-2766  
PHONE: (213) 974-8301 FAX: (213) 626-5427

February 28, 2006

TO: Audit Committee

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY INFORMATION  
SYSTEMS COMMISSION**

**RECOMMENDATION**

The Audit Committee recommend to the Board of Supervisors (Board) to extend the Los Angeles County Information Systems Commission's sunset review date to December 31, 2011.

**BACKGROUND**

The Information Systems Commission (Commission) was created by the Board pursuant to Chapter 3.47 of the Los Angeles County Code. The Commission supports the improvement of the efficiency and effectiveness of the County's data processing and telecommunications operations. In pursuing this goal, the Commission advises and makes recommendations to the Board and to the Director of the Internal Services Department on such matters as strategic and long-range planning, interdepartmental data processing technology functions, policies and standards, contracting, trends in technology and organization, major new data processing efforts, and on the effectiveness of data processing and telecommunications within the County.

The Commission consists of 10 members, two from each Supervisorial district. Each Supervisor nominates one person qualified in the data processing or telecommunications disciplines, and one person experienced in the management of large private businesses or public organizations that utilize substantial data processing and telecommunications services. Members are appointed for two-year terms and receive no compensation. From January 1, 2001 to September 30, 2005 the Commission held 21 meetings with an average attendance of 5.5 (55%) members.

## JUSTIFICATION

The Commission advises and makes recommendations to the Board and the Director of the Internal Services Department on matters relating to the overall guidance of data processing and telecommunications services in the County. During this review period, the Commission accomplished the following:

- Reviewed and provided counsel to various County departments on the:
  - Year 2000 (Y2K) transition.
  - Effort to consolidate data centers within the County.
  - Areas of information security, cyber terrorism prevention, and disaster recovery.
- Reviewed the effort to revise Information Technology (IT) job classifications and assisted with bringing reluctant departments on board to collect data necessary for the project.
- Supported and promoted the efforts of the Chief Information Office (CIO) and other departments to move forward with a Countywide Enterprise Resource Planning (ERP) project.
- Monitored progress and provided counsel on the implementation and operation of the Los Angeles Eligibility Automated Determination, Evaluation and Reporting (LEADER) system.
- Advised the Board on eCAPS funding issues.
- Reviewed several County departments' on-line services and the content made available to the public. The Commission is gathering information on cost-savings and cost-avoidance related to departments' on-line services.

The Commission's objectives for the coming period are to:

- Continue to monitor the development and operation of the LEADER system, the eCAPS Project and other major systems.
- Work closely with the CIO to enhance their utility to the County and encourage greater standardization within the County's IT efforts.
- Provide counsel to the Board of Supervisors on IT issues.
- Encourage County departments in their e-government efforts.

- Propose new IT initiatives for the County and assure the County's investment in IT is cost effective.
- Report to the Board on the projected cost-savings and cost-avoidance related to on-line services made available by various County departments.

The proposed five-year sunset extension represents an increase over the previous extension. Based on the Commission's mission and our review of its operations, we believe the longer sunset extension is appropriate.

Please call me if you have any questions.

JTM:MMO:JLS:MR

**Attachments**

c: Joanne Sturges, Acting Executive Officer  
Robin A. Guerrero, Chief, Board Operations  
Jim Corbett, Manager, Commission Services  
Raoul Freeman, Chair, Information Systems Commission



**COMMISSION SUNSET REVIEW**  
**LOS ANGELES COUNTY INFORMATION SYSTEMS COMMISSION**  
**REVIEW COMMENTS**

**Mission.** (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in the ordinance creating the Information Systems Commission (Commission). **CONCUR**

**Section 1. Relevancy.** (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The Commission advises and makes recommendations to the Board of Supervisors (Board) and the Director of the Internal Services Department on matters relating to the overall guidance of data processing and telecommunications services in the County. **RELEVANT**

**Section 2. Meetings and Attendance.** (Are required meetings held and is attendance satisfactory?)

The Commission meets approximately 4 times a year. Meetings are waived if the Commission agenda has no items requiring action. From January 1, 2001 to September 30, 2005, the Commission held 21 meetings with an average attendance of 5.5 (55%) members. **SATISFACTORY**

**Sections 3 and 4. Accomplishments and Results.** (Are listed accomplishments and results significant?)

During the evaluation period, the Commission's accomplishments included the following:

- Reviewed and provided counsel to various County departments on the:
  - Year 2000 (Y2K) transition.
  - Effort to consolidate data centers within the County.
  - Areas of information security, cyber terrorism prevention, and disaster recovery.
- Reviewed the effort to revise Information Technology (IT) job classifications and assisted with bringing reluctant departments on board to collect data necessary for the project.
- Supported and promoted the efforts of the Chief Information Office (CIO) and other departments to move forward with a Countywide Enterprise Resource Planning (ERP) project.

- Monitored progress and provided counsel in the implementation and operation of the Los Angeles Eligibility Automated Determination, Evaluation and Reporting (LEADER) system.
- Advised the Board on eCAPS funding issues.
- Reviewed several County departments' on-line services and the content made available to the public. The Commission is gathering information on cost-savings and cost-avoidance related to departments' on-line services.

**SIGNIFICANT**

**Section 5. Objectives.** (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

The Commission's objectives for the coming period are to:

- Continue to monitor the further development and operation of the LEADER system, the eCAPS Project and other major systems.
- Work closely with the CIO to enhance their utility to the County and encourage greater standardization within the County's IT efforts.
- Provide counsel on IT issues to the Board of Supervisors.
- Encourage County departments in their e-government efforts.
- Propose new IT initiatives for the County and assure the County's investment in IT is cost effective.
- Report to the Board on the projected cost-savings and cost-avoidance related to on-line services made available by various County departments.

**RELEVANT**

**Section 6. Resources.** (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Commission members do not receive compensation for any meetings they attend. **WARRANTED**

**Section 7. Recommendation.**

**EXTEND THE SUNSET REVIEW DATE FOR THE LOS ANGELES COUNTY INFORMATION SYSTEMS COMMISSION TO DECEMBER 31, 2011.**



# Attachment II

## LOS ANGELES COUNTY INFORMATION SYSTEMS COMMISSION ATTENDANCE RECORD

Commissioner	Nominated By	3/31/01	6/30/01	9/30/01	12/31/01	3/31/02	6/30/02	9/30/02	12/31/02	3/31/03	6/30/03	9/30/03	12/31/03	3/31/04	6/30/04	9/30/04	12/31/04	3/31/05	6/30/05	9/30/05	Totals	% Attend
Number of Meetings per Quarter	→	1	2	1	1	1	1	1	1	1	1	1	0	2	1	0	1	2	2	1	21	
Jonathan S. Fuhrman	1st District	1	2	0	1	1	0	1	1	1	1	1	0	1	1	0	1	1	1	1	16	75%
Lynn Barbe	1st District	0	0	0	1	1	1	1	1	1	0	1	0	0							7	50%
Theodore Austin Bordeaux	2nd District	1	1	1	1	1	0	0	0	1	0	1	0	1	0	0	0	1	0	0	9	43%
Raoul J. Freeman, Ph. D	2nd District	1	2	1	1	1	1	1	1	1	1	1	0	2	1	0	1	2	2	1	21	100%
Vera M. Levoff	3rd District																				3	38%
Alfred S. Samulson	3rd District	1	2	1	1	1	1	1	1	1	1	1	0	1	1	0	1	2	2	1	20	95%
Tom Ross	3rd District																				1	100%
Marilyn G. Katherman	4th District	1	1	1	1	1	1	0	1	1	0	1	0	1	1	0	1	1	2	0	15	71%
William Chen	4th District	0	2	0	1	1	1	1	0	0	1	0	0	1	1	0	1	1	1	0	12	57%
Ying Tung Chen	5th District	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	1	1	0	5	24%
Richard Martinez	5th District	0	1	1	0																2	40%
Arnold Steinberg	5th District													0	1	0	1	1	1	0	4	44%
Totals		5	11	5	7	8	6	7	5	7	5	6	0	7	6	0	6	10	10	4	115	5.5

Average Attendance per Meeting →